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Attachment A

EIC Projects

1. Initiation of Projects in the Economic Intelligence Committee.

When a project is formally approved in the EIC, the Executive Secretary will immediately inform D/R, giving the origin, terms of reference, allocation of production responsibilities, specific working group membership, tentative deadlines, and other pertinent information. A member of D/R will serve ex-officio with each working group, attending such meetings as are necessary.

2. Assignment of Production Responsibilities.

The working group is responsible for outlining and scheduling the project including the tentative allocation of responsibility for production to the various participating agencies including ORR. The working group chairman will consult with the AD/RR or his representative and with the Chief, Project Initiation and Control Branch, D/R, in advance of the initial working group meeting and will keep in close touch with them throughout the production of the paper. All suggested ORR deadlines and production responsibilities will insofar as possible be subject to review and confirmation by the ORR Project Initiation Board except as the AD/RR may otherwise direct.

3. Initiation of Project in ORR.

D/R will schedule such meetings of the Project Initiation Board as may be necessary to consider ORR's responsibilities in connection with the project and the Board will make the necessary assignments in ORR and fix ORR production deadlines. In advance of the first meeting, D/R will distribute the terms of reference with an indication of the sections that have been tentatively assigned

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to ORR. When approved and given a priority by the Project Initiation Board, the project will become part of the ORR production program. With the approval of the AD/RR, D/R may allocate production responsibilities of limited scope without reference to the PIB where a meeting of the Board may not be necessary or feasible.

4. Production Control.

D/R will implement the decisions of the PIB, will issue Project Initiation Memoranda and other necessary instructions, and will be the central point for the receipt and transmission of all papers and correspondence related to each project. D/R will establish and maintain a file and the necessary controls for this purpose. D/R will be responsible for a continuing assessment of the progress of the various segments of the project in consultation with the ORR working group member, for expediting the flow of documents and for keeping all of the ORR participants advised of the assignment and revision of priorities, deadlines, etc. It will also be D/R's responsibility to maintain an expeditious system for circulating documents consistent with the requirements of OGD and applicable security regulations. It will be the responsibility of the working group to keep D/R continually advised on the distribution schedule and on any changes in working group membership, completion dates, etc. D/R will receive an information copy of all incoming and outgoing documents related to each project.

5. Preparation of Working and Sector Papers and Summaries.

The working group will be responsible for checking the working papers and preparing the summaries. D/R will assign the format. D/R will also give editorial assistance, wherever possible, to ORR divisions in the preparation of their contributions. The latter will be reproduced in the ORR divisions. D/R will be responsible for the final editing and reproduction of the summaries.

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subject to approval by one working group, and for their distribution together with such supporting materials as may be selected.

6. Publication of EIC Papers.

If the summary and sector papers are to be published under the auspices of the EIC, D/R will be responsible, subject to EIC approval, for the format, for editing, and for publication. D/R will be consulted before any commitments are made relative to final publication dates. Close liaison will be maintained between D/R and the Executive Secretary of the EIC on matters involving EIC publications.

7. EIC Status Report.

A periodic status report of EIC projects will be prepared by the Executive Secretary for the information of the members of the EIC and the ODI Project Initiation Board.